



MEETING **MINUTES**



PREBID CONFERENCE

City of Stockbridge – Stormwater Improvement Projects

Project No.: #17ITB062017FDC

August 23, 2017 - 11:00 AM

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- All persons attending the PreBid Conference are required to execute the sign in sheet as verification of attending this non-mandatory meeting.
 - All persons were notified that the Contract Documents are available for free on the City of Stockbridge of Stockbridge's website:
<http://www.City of Stockbridgeofstockbridge.com/bids.aspx?id=0&catid=0>
 - All persons were notified that when they obtain the Contract Documents from the City of Stockbridge's website they are solely responsible for checking the website for updates and addendums prior to bidding.
 - All persons were notified that any alternates to the items in the specifications must be submitted by the time allowed for written questions. No alternates will be accepted after the bid process. Rejection or approval of the requested alternates will be issued prior to the bid date and posted on the City of Stockbridge's website.
 - All persons were notified that the project includes but is not limited to the required erosion and sediment controls, grading, subgrade improvements, culverts, headwalls, inlets, compacted backfill, roadway reconstruction and resurfacing, and final grassing and all work is to comply with the requirements of the Contract Documents.
 - All persons were notified that the contract time for this project is (110) consecutive calendar days for substantial completion and (120) consecutive calendar days for final completion.
 - All persons were notified that the liquidated damages for this project is (\$250) per calendar day for failure to meet substantial completion and (\$500) per calendar day for failure to meet final completion.

- All persons were notified that weather related time extensions for this project would only be approved for weather in excess of the historical normal for the contract period.
- All persons were notified that there is a (\$15,000) Contingency Allowance listed in the Bid Items that is solely for the use of the City of Stockbridge of Stockbridge to address unforeseen issues and any monies not utilized by the City of Stockbridge will be removed from the final contract by use of a Change Order.
- All persons were notified that no local permitting is necessary for the project since all work is considered maintenance by the City of Stockbridge.
- All persons were notified that necessary easements are being obtained by the City of Stockbridge for each project area and the Contractor will be given Notice to proceed when all easements have been obtained.
- All persons were notified that the City of Stockbridge will be responsible for contracting with a geotechnical engineering firm to conduct all necessary testing for this project.
- All persons were notified that the Contractor would be responsible for scheduling all geotechnical testing required by the Contract Documents and provide notification of all testing to the City of Stockbridge and the Engineer.
- All persons were notified that the City of Stockbridge will not provide any temporary services for the construction of this project and if required it is the responsibility of the Contractor to provide temporary services.
- All persons were notified that the Contractor will be solely responsible for project site safety.
- All persons were notified that the Contractor will be required to provide a traffic control plan for each project area for the review and approval of the City of Stockbridge of Stockbridge and the Engineer.
- All persons were notified that the Contractor shall be responsible to install all necessary traffic control devices to secure the project site and protect the public safety and any costs shall be included in the unit pricing on the Bid Form for the related item.
- All persons were notified that questions for the referenced project should be submitted in writing by 12:00 PM on Wednesday, August 30, 2017 to Falcon Design Consultants, LLC at: slayton@fdc-llc.com.
- All persons were notified that all written questions received by the deadline above would be compiled and answered only after the deadline.
- All persons were notified that any questions answered or opinions given that were not in writing are not valid which includes any discussions at this PreBid Conference.

- All persons were notified that all written questions will be answered after September 1, 2017 and all written responses will be posted on the City of Stockbridge's website in the form of an addendum.
- All persons were notified to comply with the Instruction to Bidders in the submission of their Bid Package.
- All persons were notified that bid submission requires one original copy of the bid documents with seals and signatures labeled "Original" and five additional copies of the bid documents labeled "Copy" for the City of Stockbridge's – Stormwater Improvement Projects bid package.
- All persons were notified that the project would be bid on Wednesday, September 6, 2017 at 11:00 AM at the City of Stockbridge's City Hall.
- All persons were notified that the project would be awarded to the responsible low bidder meeting all the project qualifications and being approved by the City Council for the City of Stockbridge, GA.
- All persons were notified that after the Notice of Award is made for this project the Contractor has (10) consecutive calendar days to execute the Contract Documents, provide Payment and Performance Bonds, the project Certificate of Insurance, a formal list of all Subcontractors and related Subcontractor Affidavits.
- All persons were notified that the Contractor must submit all Subcontractors to the City of Stockbridge for review and the City of Stockbridge has the right to reject any Subcontractor for cause and it will be the Contractors responsibility to replace any rejected Subcontractor with an approved alternate at no additional cost to the City of Stockbridge.
- All persons were notified that the PreBid Conference Agenda would be adjusted and considered the Meeting Minutes for the conference and both the Sign-In Sheet and the Meeting Minutes would be posted to the City of Stockbridge's website.
- **ADDITIONAL ITEMS:**
 - "Article 3" of the "Instruction to Bidders" requires that the Bidder self-perform a minimum of 50% of the work related to this project.

END OF MEETING MINUTES